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18 December 1958

MEMORANDUM FOR: Chief, Intelligence School

FROM : Chief, Management Training Faculty

SUBJECT : Weekly Report #50, 9-17 December 1958

Management (Special)

25X1

1. [] conferred with the Director of Communications on Monday, 15 December, about the proposed course for that office. Many administrative details remain to be worked out but the following points have been tentatively agreed upon:

- a. Approximately thirty-two members of Commo, GS-14 and above, are to take part in the program.
- b. There will probably have to be two offerings of the program inasmuch as all thirty-two participants cannot be released at the same time. *Not accommodated in one class.*
- c. The first running of the program will probably begin on 9 March 1959.
- d. In addition to the usual 35-40 hours of classroom time, a CPX-type exercise will be offered on the weekend following the course. [] *on preference* [] *has*

The Director of Communications has agreed to provide our instructors with a special briefing on the Office. This briefing, geared to the factors pertinent to the management problems of the Office, will take place on 29 December. Beginning on 5 January 1959, [] and [] will spend some time in the various Office components in order to pinpoint particular areas of managerial activity which deserve concentrated attention during the subsequent training program.

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2. Basic Management #48 (Gs 13-15) ended with a bang on 12 December. The 19 students in the class insisted upon staying overtime to conclude their discussion of the "In-Basket", a problem recently added to the course. The discussion involved not only the "In-Basket" but also the problems that confront many managers in the Agency. *indicated probably can do detailed proposal to be worked out. Well*

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